



DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

NAVPERSCOMINST 1650.2A

PERS-00M

- 4 MAR 2003

NAVPERSCOM INSTRUCTION 1650.2A

Subj: SENIOR ENLISTED LEADERSHIP AWARD

Encl: (1) Sample of Senior Enlisted Leadership Award Nomination Letter

(2) Senior Enlisted Leadership Appraisal Sheet

1. Purpose. To establish the policy of Commander, Navy Personnel Command (COMNAVPERSCOM) regarding the administrative procedures for Navy Personnel Command (NAVPERSCOM) Senior Enlisted Leadership Award. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVPERSCOMINST 1650.2.

3. Goal. To recognize and reward chief petty officers (CPOs) and senior chief petty officers (SCPOs) who have demonstrated sustained superior performance, constantly promoted good morale, exhibited exceptional military bearing, and encouraged development and a sense of responsibility toward the command and Navy.

4. Eligibility. Eligibility period is 1 January to 31 December. Personnel in paygrades E-7 or E-8 must serve onboard during the entire eligibility period to be nominated for the award. Personnel who have served 12 months during a previous calendar year are eligible for current year award.

5. Selection Criteria. Criteria to be considered when nominating and selecting deserving personnel are as follows:

a. Professional Performance, Awards and Commendations. Demonstrate superior, professional performance for a minimum of 12 months. Fitness reports should consistently reflect "outstanding" marks. Personal awards, command-wide duties, collateral duties, etc., should also be a consideration.

b. Leadership and Supervisory Ability. Demonstrate leadership and supervisory ability commensurate with their level of responsibility. Nominees must exude Navy's Core Values of Honor, Courage, and Commitment.

c. Promotion of Morale. Promote good morale and possess a genuine interest in the welfare of their shipmates. Nominee's daily attitude toward seniors, peers, subordinates, and Navy in general, is extremely important in evaluating nominees.

d. Off-Duty Education. Participation in correspondence courses, off-site educational courses, and formal courses of instruction.

e. Conduct. Nominees must have a clear record, free of civil arrest or military disciplinary action for the past 24 months, and present an outstanding example to the military and civilian communities.

f. Command/Community Involvement. Participation in command functions and programs, and involvement in base and community activities.

6. Nomination Procedures

a. Assistant Commanders, Navy Personnel Command (ACNPCs) may nominate one CPO and one SCPO from their PERS-code.

b. Special Assistants (SAs) and Staff Officer Directors (SODs) may nominate one CPO and one SCPO from their PERS-code and forward their nomination to the Command Master Chief (PERS-00M).

c. Nomination packages will be submitted to the Command Master Chief (CMC) no later than close of business on 31 January. Enclosure (1) is an example of the Senior Enlisted Leadership Award nomination.

7. Selection Board. Board members are as follows:

a. Commander Master Chief - Chairperson

b. Three master chief petty officers (MCPOs) (assigned as Leading Master Chief Petty Officer within the PERS-codes) - Members.

8. Selection Process. Board will convene by the last Friday in February and select one nominee for each category as outstanding

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senior enlisted leader of the command. Board members will complete enclosure (2) for each nominee.

9. Award. NAVPERSCOM Senior Enlisted Leadership Award recipient will receive a Navy and Marine Corps Commendation Medal.



MURRAY W. ROWE
Deputy Commander
Navy Personnel Command
By direction

Distribution:
COMNAVPERSCOMINST 5218.1A
Lists 1A, 1B, 2A and 2B

SAMPLE OF SENIOR ENLISTED LEADERSHIP NOMINATION LETTER

1650
Ser __/

From: Assistant Commander, Navy Personnel Command for _____
(PERS-)

To: Commander, Navy Personnel Command

Via: Navy Personnel Command (PERS-00M)

Subj: SENIOR ENLISTED LEADERSHIP AWARD NOMINATION

Ref: (a) NAVPERSCOMINST 1650.2A

Encl: (1) Certified copies of last two regular fitness reports
(2) Personal award recommendation, (OPNAV 1650/3) and
proposed citation for the Navy and Marine Corps
Commendation Medal

1. Per reference (a), _____
(RATE) (NAME)
is nominated for NAVPERSCOM Senior Enlisted Leadership Award.
2. The following information is submitted for consideration:
 - a. Professional Performance/Awards/Commendations:
 - b. Leadership and Supervisory Ability:
 - c. Promotion of Morale:
 - d. Off-Duty Education:
 - e. Conduct:
 - f. Command/Community involvement:
3. Reporting Senior's comments:

(Signature)

Enclosure (1)

**SENIOR ENLISTED LEADERSHIP AWARD APPRAISAL SHEET
FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

NOMINEE'S NAME: _____		
RATE: _____	SSN: _____	PERS-CODE: _____

GRADE SCALE: 1 - 10 (1 POOR - 10 OUTSTANDING)	
PROFESSIONAL PERFORMANCE:	_____
LEADERSHIP:	_____
REPORTING SENIOR'S COMMENTS:	_____
COLLATERAL DUTIES:	_____
OFF-DUTY EDUCATION:	_____
COMMUNITY INVOLVEMENT:	_____
WARFARE QUALIFICATION: (1 POINT EACH)	_____

TOTAL SCORE: _____

NAME OF BOARD MEMBER: _____	
SIGNATURE: _____	
DATE: _____	

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